



**IASC Somalia
Cluster Minimum Deliverables
Discussion Paper**

- Circulated to the IASC and ICWG for Discussion on June 18th, 2009
- 2nd draft circulated on 29 June
- Adopted at the Joint IASC ICWG meeting on 02 July

The minimum deliverables below are based on the global guidance found in the following documents:

- *Guidance Note on Using the Cluster Approach to Strengthen Humanitarian Response: Inter-Agency Standing Committee (IASC)*
- *Operational Guidance on Responsibilities of Cluster/Sector Leads & OCHA in Information Management: Endorsed by the IASC Task Team on the Cluster Approach Geneva, 17 October 2007*
- *Generic Terms of Reference for Sector/Cluster Leads at the Country Level*

Minimum Deliverables:

1. Strategic Planning and Monitoring:

Item	Current Progress	OCHA Contribution
CAP Cluster Response Plan	2009 completed	OCHA to provide format, guidance, and aggregate; Cluster Support Officers to provide assistance
CAP Mid-Year Review	2009 completed	OCHA to provide format, guidance, and aggregate; Cluster Support Officers to provide assistance
Donor Project Prioritization (three times per year)	Two of three completed	OCHA to aggregate; Cluster Support Officers to provide assistance
CAP Project Prioritization (twice per year)	2009 Completed	OCHA to aggregate; Cluster Support Officers to provide assistance
Quarterly report against cluster specific activities	April 2009 report completed	OCHA to provide format, and aggregate; Cluster Support Officers to provide assistance
Review of HRF Proposals	Reviews ongoing	OCHA to provide guidance
Contingency Plan	Draft done in 2008	OCHA to facilitate inter-cluster work and aggregate; Cluster Support Officers to provide assistance
Cluster Monitoring Strategy	CAP 2009 included a monitoring strategy for each cluster; operationalization for	OCHA to aggregate; Cluster Support Officers to provide assistance

	some clusters is an outstanding issue	
Analysis of cluster beneficiaries, key indicators, and priorities	On-going by all clusters	OCHA to aggregate; Cluster Support Officers to provide assistance

2. Clusters in the Field:

Item	Current Progress	OCHA Contribution
The identification of Cluster Focal Points in prioritized field locations	Some clusters have field focal points, but no systematic identification across all clusters	OCHA field offices to support
The establishment of Clusters in prioritized field locations	Some field clusters active, but no systematic mobilization of field clusters	OCHA field offices to support meeting minute production, calling meetings, information management, etc
Establish a system of reporting between the field Cluster Focal Points and the Nairobi cluster		

3. Information Management:

Item	Current Progress	OCHA Contribution
A cluster specific Who is doing What, Where in an OCHA compatible format	Most clusters have WWW; work needs to be done to ensure that WWW information can be aggregated across clusters	OCHA to provide format (if needed), guidance, and aggregate; Cluster Support Officers to provide assistance
A cluster specific contact list	Most clusters have established	OCHA to provide format (if needed), guidance, and aggregate; Cluster Support Officers to provide assistance
A cluster specific list of Cluster Field Focal Points	Reference list of cluster field focal points largely not available	OCHA to provide format (if needed), guidance, and aggregate; Cluster Support Officers to provide assistance
Regular updates to the Cluster website	Not uniform across clusters	OCHA to upload cluster provided content to website as applicable; Cluster Support Officers to provide assistance

4. Cluster Foundation Documents and Meetings:

Item	Current Progress	OCHA Contribution
6 Month meeting schedule	Regular schedule available from some clusters; aggregated	OCHA to provide format, guidance, aggregate; and put online; Cluster Support Officers to provide

	cross cluster schedule not available for 6 months	assistance
Action Point Tracking matrix	Most clusters review action points from previous meeting, but Action Point Tracking Matrix is not widely implemented	Cluster Support Officers to provide assistance
Timely production of minutes with clear action points	Most clusters have established	Cluster Support Officers to provide assistance
Cluster Specific Terms of Reference with membership criteria	Several clusters have terms of reference	OCHA to provide format and guidance
Cluster Specific Chair Terms of Reference	A few clusters have Chair ToRs	OCHA to provide format and guidance
Cluster Specific Member Terms of Reference	No clusters have Member ToRs	OCHA to provide format and guidance

5. Standards / Guidelines:

Item	Current Progress	OCHA Contribution
Agreed Somalia specific set of cluster minimum standards or technical guidelines	Several clusters have documents produced or in production	Cluster Support Officers to provide assistance